



EXA/
Deputy Director
for Administration

DDA 87-2503
24 November 1987

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NOTE FOR:
OL/FMD/Parking Office

SUBJECT: VIP Parking

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Per our phone conversation, I am forwarding this request to you. Please advise me of your policy and practice in regard to this request.

Anything that you can do in terms of providing reserved parking close to the building would be helpful.

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Att:

Memo to D/OL from D/PAO
dated 20 November 1987

45-13

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ORIG: EXA/DDA

Distribution:

- Original - Addressee w/att
- 1 - DDA Subject w/att
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20 November 1987

MEMORANDUM FOR: Director of Logistics

VIA: Deputy Director for Administration

FROM: William M. Baker
Director, Public Affairs Office

SUBJECT: VIP Parking

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1. I request a VIP parking pass for the Public Affairs Office at Ames to be shared by three officers with GS-15 level responsibilities. One of these officers is the Director's new speechwriter, [redacted] who joined us just over a week ago. Her arrival raised anew for us the problems of a split office, especially one that works in such direct support of the DCI. [redacted] will need easy and quick access to the Headquarters Building to fulfill her responsibilities. She will have to be here frequently for discussions with senior officers and for research. At times, minutes will make a difference when late changes are needed in a speech for the Director or the Director calls for her on short notice.

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2. The other two officers who would occasionally share this parking privilege are [redacted] who primarily provide briefings at Headquarters [redacted] [redacted] The rest of their briefing schedule can take them from NSA, the Pentagon, the Defense Intelligence College, Chamber of Commerce to a variety of military bases and government offices in the area. Sometimes with as many as four briefings in a day the logistics of getting to all on time can pose real problems. The pass would ease their burden in honoring their commitments at Headquarters on such occasions.

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3. With the Director's speaking schedule showing nearly half a dozen events for December and several for January already, I would appreciate some help in this area as soon as possible.

[redacted]
William M. Baker